



Civil Engineer Civilian Force Development



Career Development Planner (CDP)

Policy Council Reviewer and Senior CE
Reviewer instructional Brief

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Introduction



CHIEF's Sight Picture

6 November 2002

Force Development

“Our **goal** in implementing our new Force Development construct **is to make** that **investment in all career fields and all ranks more deliberately** than we do today in order **to better prepare us for the future and better meet your expectations...** **Most importantly,** we have made sure that **this new emphasis reflects a sincere** time that you owe to other your families.”




AIR FORCE
Air & Space Power

CE CDP Web Tool Process

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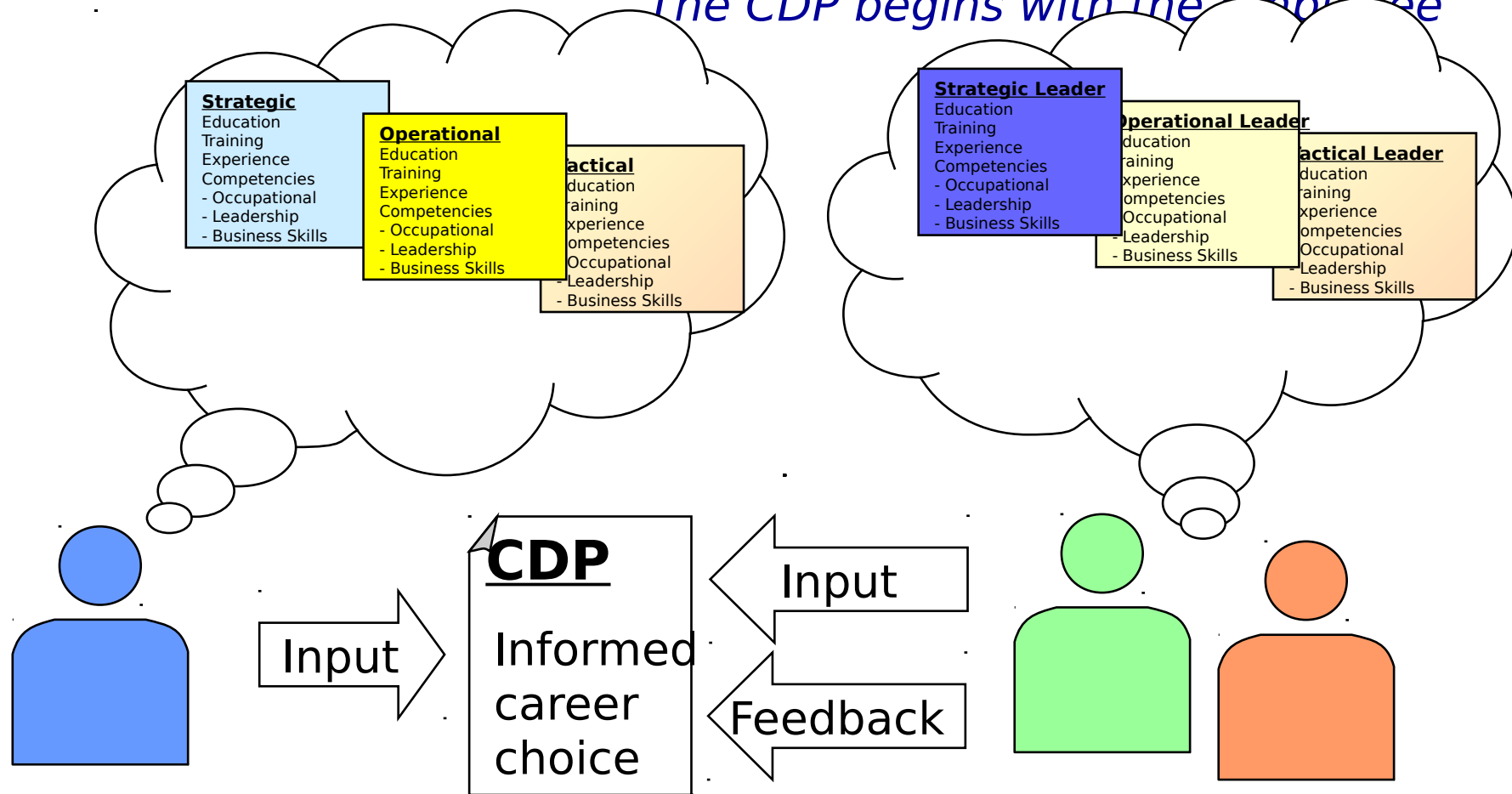
- Goal: Deliberate, connected, career-oriented development to enable the civilian element of Total Force Development to maximize their potential, achieve personal goals, and accomplish the CE mission
- Civilian Force Development provides...
 - *Clearly stated goals* for development - Career Templates/Pyramid/Professional Credentials
 - *Improved assessment* of individuals via Career Development Plans and Force Development Panels
 - *Connected development* over the course of a career
 - *Holistic leadership development* through all levels (tactical, operational, strategic)
 - *Compatible with Officer Force Development* - enables Total Force Management

Career Development Plan

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Process

The CDP begins with the Employee



It starts with
the Individual

Supervisors and mentors
get involved

CE CDP Web Tool Process



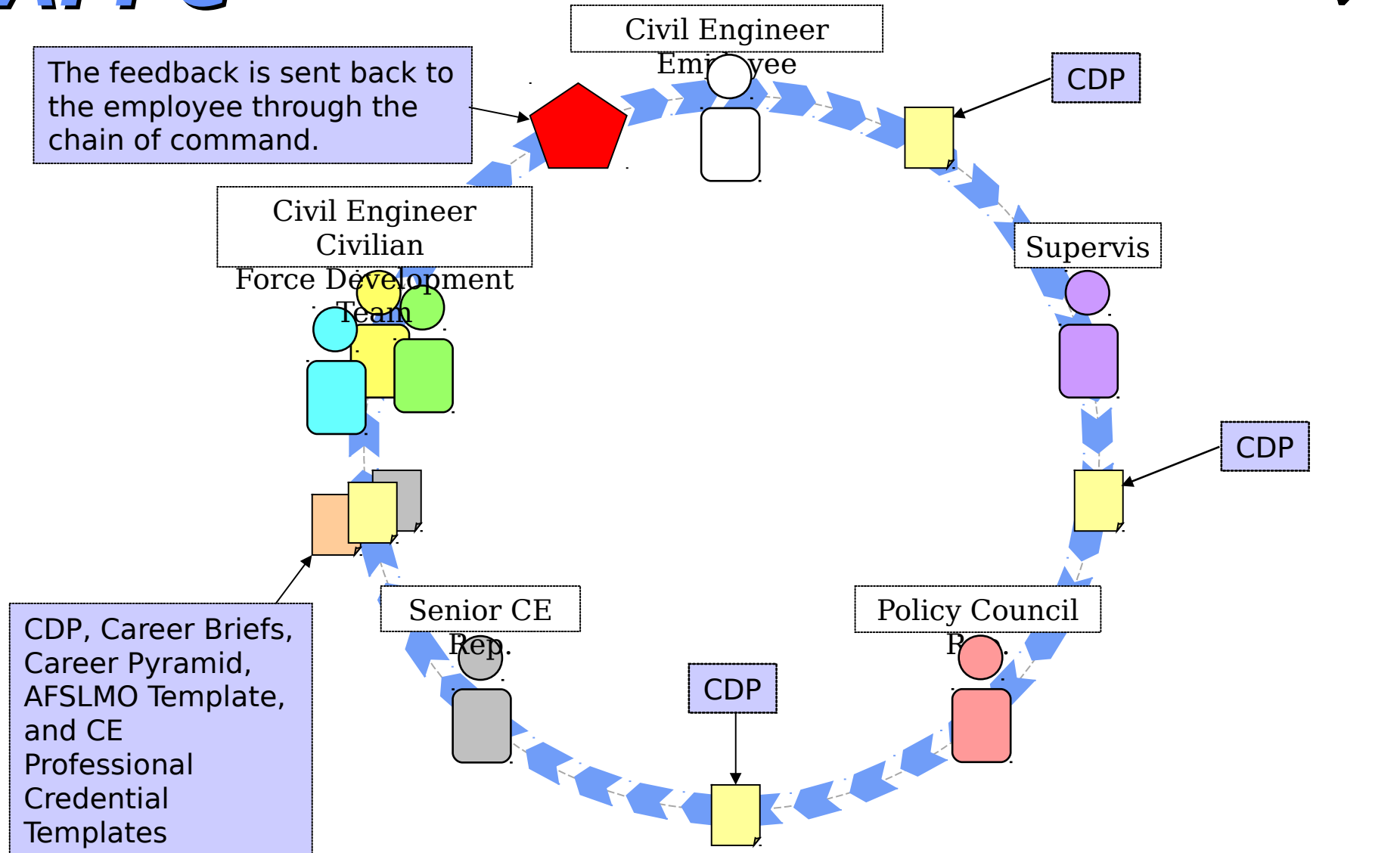
The Career Development Planner (CDP) is a web-based application used to collect career planning information from the Civil Engineer Community.

This is currently done in a five step process:

1. A CE employee enter his/her career plan (CP) information into the CDP web-based application - an email is generated to the supervisor
2. The supervisor of the employee reviews the CP and adds their Comments and Review Category to the CP.
3. The Policy Council Representative of the employee reviews the CP and adds their Comments and Review Category to the CP.
4. The Senior CE Representative of the employee reviews the CP and adds their Comments and Review Category to the CP
5. The Civil Engineer Civilian Force Development Team meeting is held to review the CDP and career brief. Feedback back is provided through the chain of command to the CE employee.

CE CDP Web Tool Process

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Policy Council and Senior CE Reviewer Tutorial

Policy Council and Senior CE Reviewer Tutorial

Overview



The Policy Council and Senior CE Reviewer Tutorial is broken down into 2 sections.

Section 1 - Email

In this section you will learn what the “Civil Engineering (CE) Career Development Planner” Email is and what to do when you receive it.

Section 2 - Reviewing a Career Plan

In this section you will learn how to navigate the CDP Website and enter your comments to different individual’s career plans.

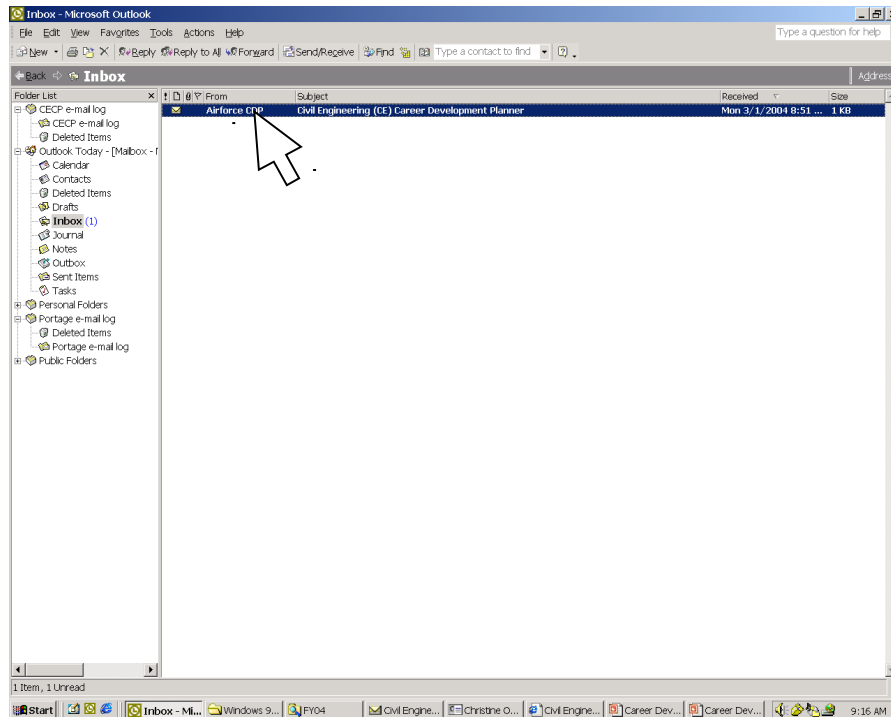
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Section 1 - Email



Open the “Civil Engineering (CE) Career Development Planner” e-mail.

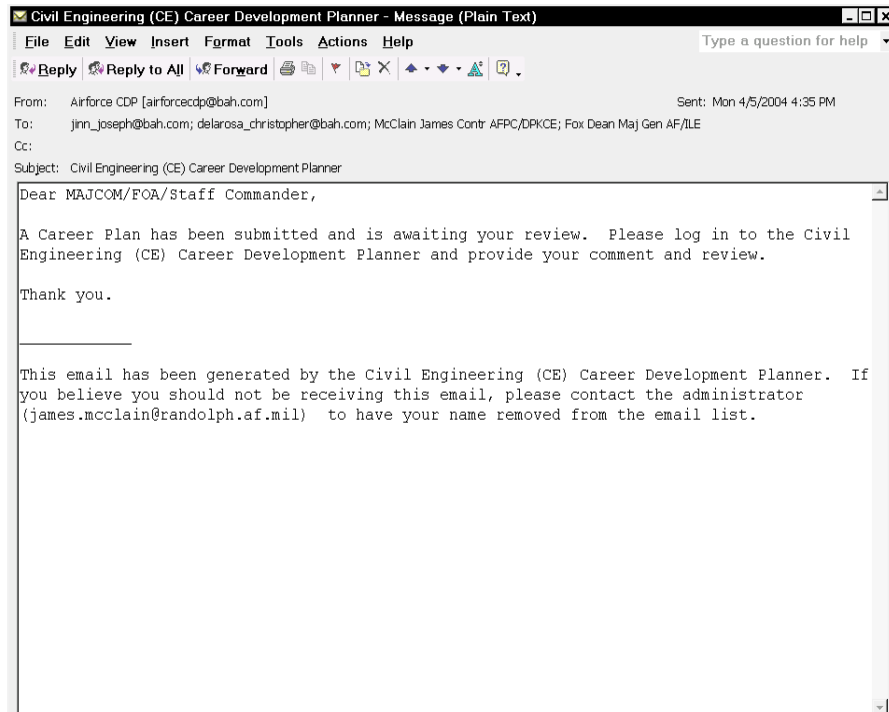


Policy Council and Senior CE Reviewer Tutorial

Section 1 - Email



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If the e-mail that you received from the Career Development Planner looks like the e-mail shown to the left, then you have received a career plan that you need to review as a Policy Council or Senior CE Reviewer.

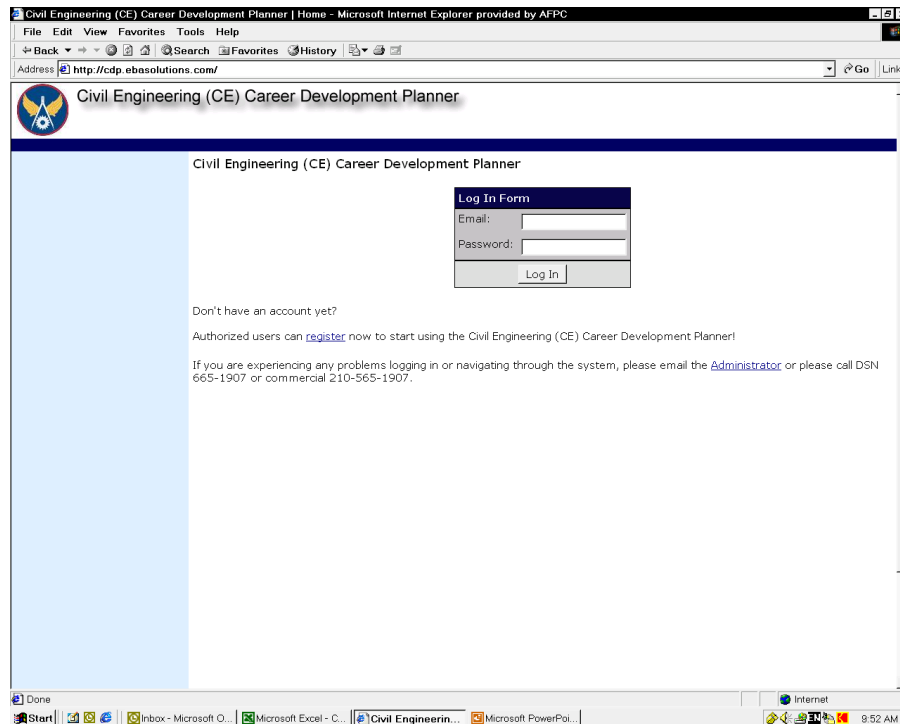
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Section 2 - Reviewing a Career Plan (Step 1)



(Step 1) - After determining that you need to review a career plan, login to the Career Development Planner. The web address to the CDP web site is <https://cdp.ebasolutions.com/Default.aspx>



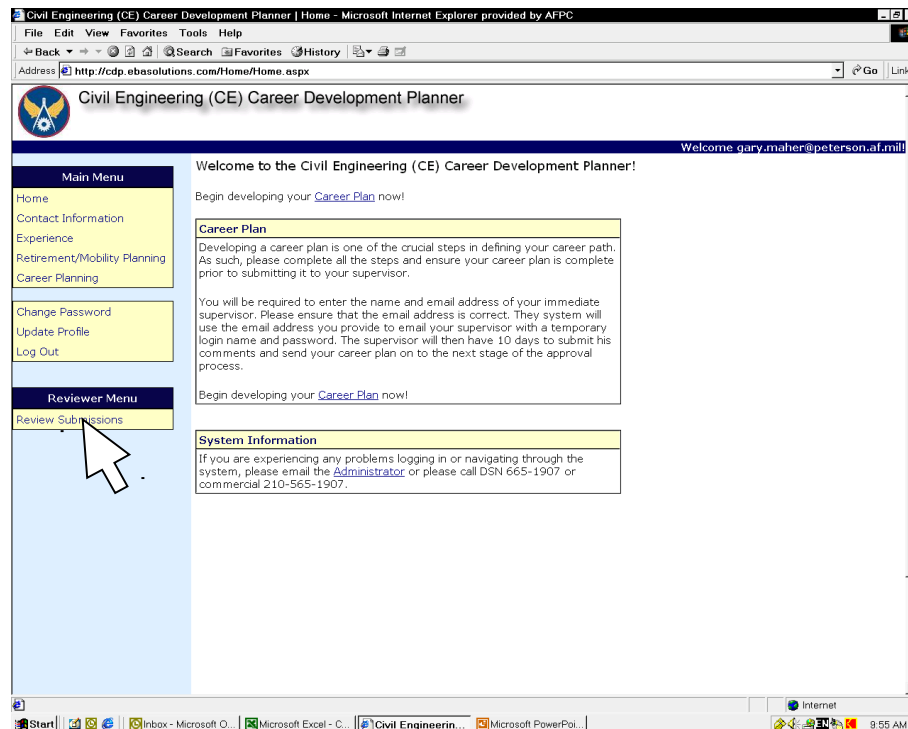
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Section 2 - Reviewing a Career Plan (Step 2)



(Step 2) - Click on the Review Submissions link in the Reviewer Menu.



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Section 2 - Reviewing a Career Plan (Step 3)

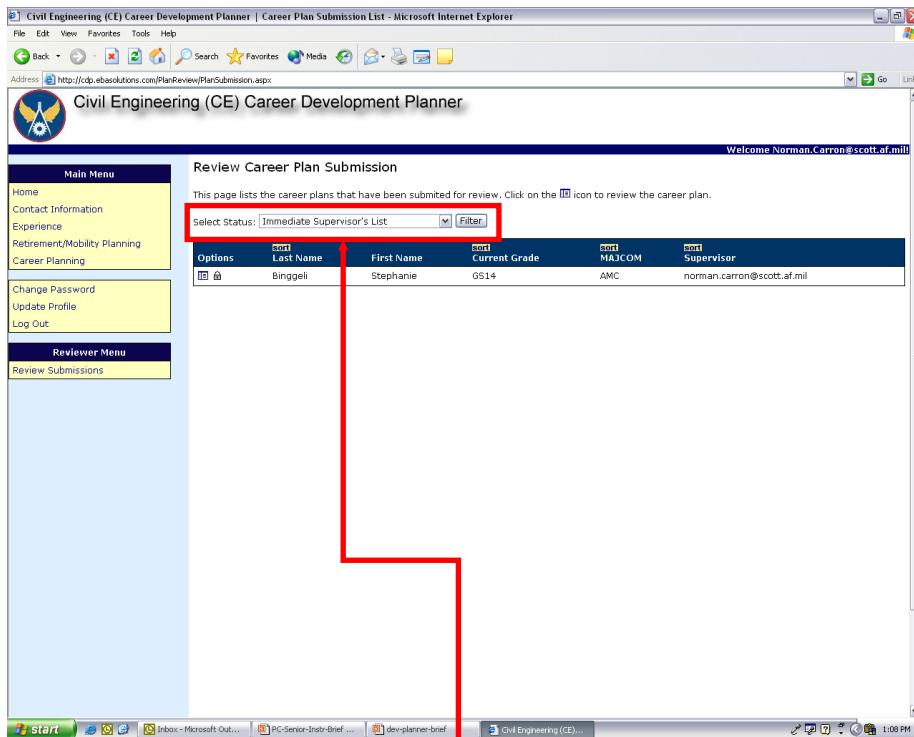


Fig. 1

Select Status:

Review Submissions Background

Options (Column):



- This icon links to a page that lets a Policy Council or Senior CE Representative review a career plan.



- This icon lets you know if the career plan is locked. If this icon is shown than the career plan is locked. If this icon is not shown than the career plan is not locked.

Select Status (Fig. 1):

This combo-box lets you select what level of review you want the table to reflect. Note: The table will only show career plans that are in your MAJCOM.

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Section 2 - Reviewing a Career Plan (Step 3 cont.)



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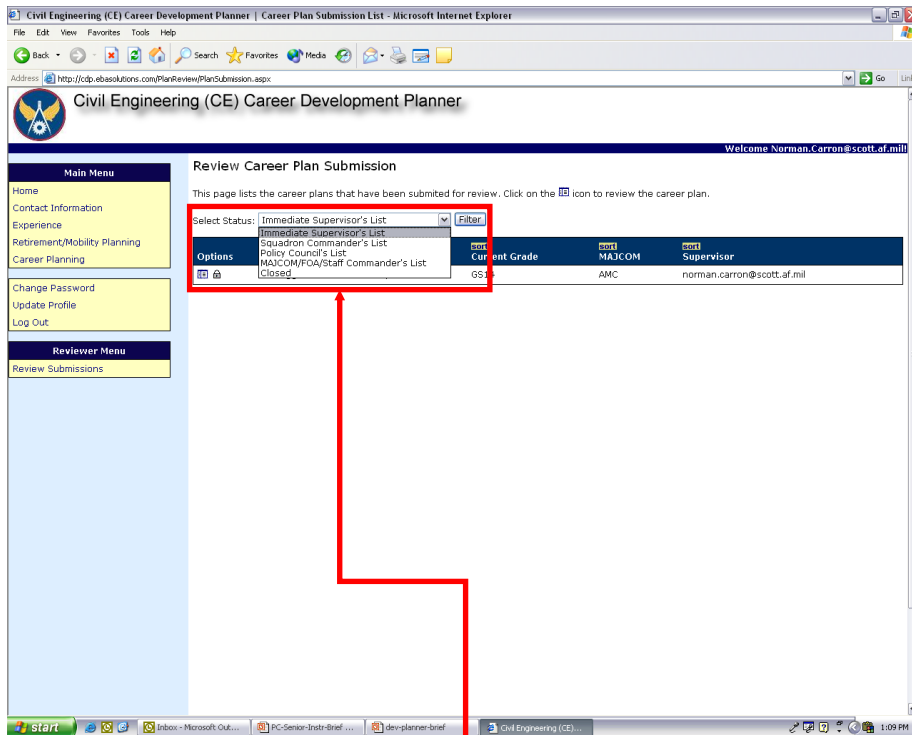
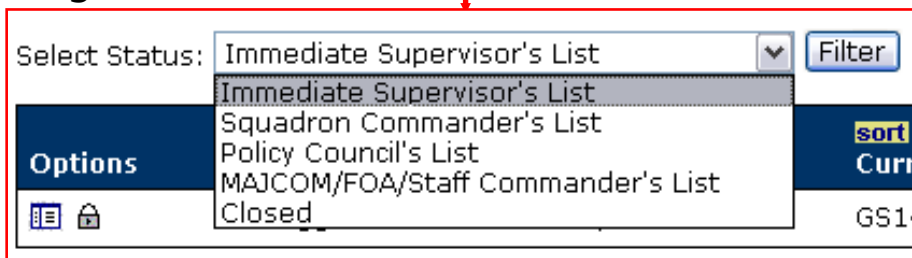


Fig. 1



(Step 3) - Select a status you would like to view. If you are a Policy Council Reviewer select "Policy Council's List". If you are a Senior CE Reviewer select "MAJCOM/FOA/Staff Commander's List".

"Immediate Supervisor's List" - displays all of the career plans at the immediate supervisor level for your MAJCOM.

"Squadron Commander's List" - displays all of the career plans at the Squadron Commander level for your MAJCOM.

"Policy Council's List" - displays all of the career plans at the Policy Council level for your MAJCOM.

"MAJCOM/FOA/Staff Commander's List" - displays all of the career plans at the Senior CE level for your MAJCOM.

"Closed" - displays all of the career plans that are complete for your MAJCOM.

Note: You can only edit career plans that you have reviewer rights for. If you are a Policy Council Reviewer, you can only review Career Plans at the Policy Council Level (Policy Council's List)

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Section 2 - Reviewing a Career Plan (Step 4)



Civil Engineering (CE) Career Development Planner | Career Plan Submission List - Microsoft Internet Explorer

Address: http://cdp.ebarolutions.com/PlanReview/PlanSubmission.aspx

Civil Engineering (CE) Career Development Planner

Welcome Norman.Carron@scott.af.mil

Main Menu

- Home
- Contact Information
- Experience
- Retirement/Mobility Planning
- Career Planning

Reviewer Menu

- Review Submissions

Review Career Plan Submission

This page lists the career plans that have been submitted for review. Click on the icon to review the career plan.

Select Status: Policy Council's List Filter

Options	Last Name	First Name	Current Grade	MAJCOM	Supervisor
	Barry	William	GS14	AMC	keith.yakitus@scott.af.mil
	Corbett	Timothy	GS14	AMC	keith.yakitus@scott.af.mil
	DeSimone	Anthony	GS14	AMC	Larry.Brittenham@scott.af.mil
	Hevner	Kenneth	GS14	AMC	michael.hutchison@scott.af.mil

(Step 4) - After you have selected a status, a list of career plans is displayed in the table. Click on the icon next to the career plan you would like to review.



Note: If a icon appears next to a career plan, then you DO NOT have the reviewer rights to edit the career plan. This means that you have selected a “Status” that you DO NOT have reviewer rights to edit. For example: If you are a Policy Council Reviewer and you selected “MAJCOM/FOA/Staff Commander’s List” you would NOT have rights to edit any career plans that would be displayed. But if you select “Policy Council’s List”, then you would have right to edit career plan that would be displayed.

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Section 2 - Reviewing a Career Plan (Step 5)




Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://cdp.ebsolutions.com/PlanReview/ReviewCareerPlan.asp?CareerPlanId=2145 Go Links

 Civil Engineering (CE) Career Development Planner

Welcome Norman.Carron@scott.af.mil

Main Menu

- Home
- Contact Information
- Experience
- Retirement/Mobility Planning
- Career Planning

Reviewer Menu

- Review Submissions

Review Career Plan

Please review this Career Plan.

NOTE: Providing comments (1,000 characters or less) and reviewing the employee's career progression are both required.

All fields with an * symbol are required.

Career Plan

Name	William Leo Barry
MAJCOM	AMC
Service Computation Date	12/14/1992
Permanent Grade	GS14
Current Grade	GS14
Occupational Series	1301 Physical Scientist
Duty Title	MAJCOM Branch/Division Chief
If other for Duty Title, then please specify	
Email Address	william.barry@scott.af.mil
Commercial Phone	(618) 229-0852
DSN	779-0852
Office Symbol	A7VR
Address Line 1	HQ AMC/A7VR
Address Line 2	507 Symington Drive
City or Base	Scott AFB IL
State	IL
Postal Code	62225-5022
Return Right?	False
Return Right Date	
Accepted or currently in DLAMP?	False

ECQ Scores


Narrative

Interview

Immediate Supervisor Information

Name	Keith Yakitus
Rank/Title	Col (Sel) Division Chief

[dev-planter-brief](#)

(Step 5) - After you have clicked  the icon next to the career plan that you selected to review, the "Review Career Plan" page will open. In this page is where you can review the individual's career plan.

Policy Council and Senior CE Reviewer Tutorial

Section 2 - Reviewing a Career Plan (Step 5 cont.)



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Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer

Address: http://cdp.ebsolutions.com/PlanReview/ReviewCareerPlan.aspx?CareerPlanId=2145

Time Frame	Begin Date	End Date	Desired Position	Other Position	Desired Geographic Location	Other Location
Near	6/1/2005	8/1/2006	Others	MAJCOM Division Chief	Other	
Mid	8/1/2006	6/1/2007	Industrial College of the Armed Forces		Other	Fort McHair
Long	6/1/2007	6/1/2008	Career Broadener		Other	Pentagon

Career Plan 3 - 3rd Choice

Time Frame	Begin Date	End Date	Desired Position	Other Position	Desired Geographic Location	Other Location
Near						
Mid						
Long						

Career Brief

[Download career brief](#)

User Comments

Career Plan	User Comment
User Comment:	Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM/CEV Division Chief position. Promote him to GS-15 and put him into a bil Career Plan Feedback us possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakuts@scott.af.mil	2/4/2005
Squadron Commander		N/A	N/A	2/4/2005
Policy Council				
MAJCOM/FCV/Staff Commander				

Career Plan Comment Form

Review: *

☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Fig. 1



Download career brief

As you review the individual's career plan, you will come across a "Download career brief" link (Fig. 1). This link will allow you to download the individual's career brief assuming that the individual upload his/her career brief to the CDP website.

Policy Council and Senior CE Reviewer Tutorial



Section 2 - Reviewing a Career Plan (Step 6)



Long

Career Brief

Download career brief

User Comments

Career Plan User Comment

User Comment: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CDV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

Career Plan Comment Form

Review:*
☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

Submit

Security Notice | Disclaimer | Privacy Statement | Accessibility

(Step 6) - After you have completely reviewed the individual's career plan and career brief, you will need to provide feedback. This is done by first selecting a "Review" category (Ready, Groom, On Track, and Current Assignment).

Review Category Definitions:

Ready: Ready now to assume greater responsibility in a more challenging position at the same grade or a grade higher than they currently hold.

Groom: Demonstrated growth potential (Member would benefit by an assignment in a related specialty or different organizational level); ready now for new developmental opportunities.

On Track: Complete current assignment at agreed length; but demonstrated growth potential and ready for developmental position or greater responsibility in the near future.

Current Assignment: Stay in current

Policy Council and Senior CE Reviewer Tutorial



Section 2 - Reviewing a Career Plan (Step 6 cont.)

A screenshot of a web browser displaying the 'Civil Engineering (CE) Career Development Planner' interface. The browser window title is 'Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer'. The address bar shows the URL 'http://cdp.ubasolutions.com/PlanReview/ReviewCareerPlan.aspx?CareerPlanId=2145'. The page content includes a 'Long' text field, a 'Career Brief' section with a 'Download career brief' link, and a 'User Comments' section. Below this is a 'Career Plan User Comment' section with a text area containing the comment: 'Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.' This is followed by a 'Comments from Reviewers' section containing a table with columns for 'Review Stage', 'Review', 'Comment', 'Author', and 'Date'. The table has three rows: 'Immediate Supervisor' (Ready, Bill Barry is ready now to be a GS-15...), 'Squadron Commander' (N/A), and 'Policy Council' (N/A). Below the table is a 'Career Plan Comment Form' section with radio buttons for 'Current Assignment', 'On Track', 'Groom', and 'Ready'. There is also a 'Comment:*' text area with a note '(Please limit your comments to 1,000 characters.)' and a 'Submit' button. The footer of the page includes links for 'Security Notice', 'Disclaimer', 'Privacy Statement', and 'Accessibility'. The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Microsoft Out...', 'PC Senior Instr-Brief...', 'dev-planner-brief', and 'Civil Engineering (CE)...'.

(Step 6 cont.) - After selecting a review category, you will need to provide comments which will be entered in to the “Comment” text box.

The comments that you enter should provide a brief description as to why you selected the “Review” category that you did for the individual and how the “Review” category relates to the individual’s career plan. You should also comments on anything that is relevant to the individual’s career plan.

Policy Council and Senior CE Reviewer Tutorial

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Section 2 - Reviewing a Career Plan (Step 7)



Long

Career Brief

Download career brief

User Comments

Career Plan User Comment

User Comment: Thanks for the opportunity to reflect my career goals for leadership review and consideration. I am confident the leadership review and feedback will assist me in refining my near and long term goal of achieving a senior leader position.

Comments from Reviewers

Review Stage	Review	Comment	Author	Date
Immediate Supervisor	Ready	Bill Barry is ready now to be a GS-15. He would also be a great selection for any MAJCOM CDV Division Chief position. Promote him to GS-15 and put him into a bigger job as soon as possible. Select him for school in residence first opportunity.	(Immediate Supervisor) keith.yakus@scott.af.mil	2/4/2005
Squadron Commander	N/A		N/A	2/4/2005
Policy Council				
MAJCOM/FOA/Staff Commander				

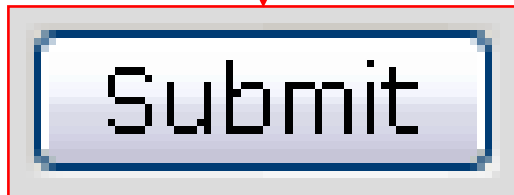
Career Plan Comment Form

Review:*
☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

Submit

Fig. 1



(Step 7) - The last thing that you will need to do is submit your "Review" category and "Comments" to the CDP website. To do this, click on the "Update" button (Fig. 1).

Note: If you don't fill-out the "Review Career Plan" form completely and correctly, you will not be able to submit your "Review" category and "Comments" to the CDP website. An asterisk "*" will appear next by any data field that has invalid data entered into it.

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Help and Contact Information

Help and Contact Information

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For help contact:

James McClain

Email: james.mcclain@randolph.af.mil

DSN: 665-2799/2666

COM: (210) 565-2799/2666

Terri Justice

Email: terri.justice@randolph.af.mil

DSN: 665-2799/2666

COM: (210) 565-2799/2666